



**FITZWILLIAM COLLEGE**  
UNIVERSITY OF CAMBRIDGE

# **Fire Safety Management Plan**

**Fitzwilliam College  
Storey's Way  
Cambridge  
CB3 0DG**

**Hannah Fox; Director of Operations and Fire Safety Manager**

**Alan Fuller; Head Porter and Fire Safety Officer**

**November 2024**

## **Fire Safety Management**

### **Statement of Intent**

Fitzwilliam College believes that ensuring the health and safety of Members of the College, College staff, visitors, guests, contractors and all relevant persons is essential to our success.

We are committed to:

1. Preventing accidents and work-related ill health, related to fire safety.
2. Compliance with statutory requirements.
3. Assessing and controlling the risks that arise from our activities.
4. Providing a safe and healthy working and learning environment.
5. Ensuring safe working methods and providing safe working equipment.
6. Providing effective information, instruction and training.
7. Consulting with employees and their representatives on fire safety matters.
8. Monitoring and reviewing our systems and prevention measures to ensure their effectiveness.
9. Setting targets and objectives to develop a culture of continuous improvement.
10. Ensuring adequate resources are made available for fire safety issues, so far as is reasonably practicable.

This Fire Safety Management Plan ensures that the above commitments can be met. Members and staff throughout the College must play their part in the creation of a safe and healthy working environment for all.

## 1 Introduction and Scope

- 1.1 Fire is a potential hazard in any part of the College. Its consequences include the threat to the lives or health and safety of relevant persons, damage to, or loss of, property and severe interruption to normal academic or commercial activities.
- 1.2 Managing the risk of fire demands fire safety precautions based on a combination of appropriate prevention and protection measures depending upon building use and occupancy, the inherent fire risks and the legal obligations laid on Fitzwilliam College.
- 1.3 This fire safety management plan applies to all premises which are to any extent under the control of Fitzwilliam College. Its requirements extend to all persons at those premises including Members, staff, visitors and contractors whether permanently or temporarily engaged.
- 1.4 Where premises are jointly occupied or share control of premises with other employers then the arrangements for fire safety and maintenance will be coordinated, communicated and documented. In these premises the fire safety arrangements and procedures of the principle or host occupier shall apply, or local variations agreed by all relevant parties and relevant persons.
- 1.5 This fire safety management plan applies to all staff working in College premises employed by any other employer. In this respect other staff will comply with these relevant fire safety arrangements and policy.
- 1.6 Fitzwilliam College will, so far as is reasonably practicable, and in accordance with legal obligations and standards, in respect of all College premises:
  - provide and maintain passive and active fire prevention and protection measures according to the purpose or use of the building, the numbers of occupants and the activities or processes undertaken therein.
  - provide comprehensible and relevant information to Members, staff and others, through the provision and availability of emergency instructions or fire safety plans and the risks identified by relevant risk assessments.
  - provide a programme of fire safety training for all staff.
  - carry out, and keep under review, a fire risk assessment to analyse building and process fire risks, the existing preventive and protective measures and to identify areas for improvement.
  - have in place a programme of works to improve or maintain the existing fire safety specifications.
  - identify a sufficient number of persons, including Porters and other staff, to be always present the premises are occupied, with responsibility for initiating the fire evacuation procedure and providing information and assistance to the fire service.
  - where appropriate, to prepare and keep under review risk assessments in relation to the use, storage, handling, disposal and transportation of dangerous substances and ensure that, so far as is reasonably practicable, the risks associated with dangerous substances are reduced and controlled.

## 2 Practical Fire Safety Arrangements

- 2.1 As part of a holistic fire safety management plan, in addition to the management action outlined below, considerations of passive and active fire precautions are essential.
- 2.2 Passive fire precautions are concerned with the physical conditions in premises which are designed to facilitate containment of fire by design, construction and layout, effective communication and safe evacuation. In particular the:

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- materials specification, design, construction and inspection of buildings, fire doors and escape routes considering the needs of Members, staff, visitors, people with disabilities, contractors, the public, etc.
  - appropriate safe and secure location of building services e.g., gas and electricity.
  - provision of clear fire safety signage for escape routes and final exits in conformity with the Health and Safety (Safety Signs and Signals) Regulations 1996 and Disability Discrimination Act 1995.
  - provision of prominently located fire action notices (e.g., by fire alarm manual break glass points) to inform people of the action to be taken in the event of fire; and
  - education and training of staff in fire safety arrangements, in particular evacuation procedures and drills.
- 2.3 Active fire precautions are those features of the fire safety management plan that detect and operate in the event of a fire, including fire alarm systems, emergency lighting systems and fire fighting equipment. In particular:
- the installation, maintenance, inspection and weekly testing of fire alarms.
  - the appropriate design, location, operation, monthly inspection and annual testing of adequate (emergency) lighting systems for fire escape routes.
  - the provision, use, appropriate type and location, and annual maintenance of portable fire extinguishers.
  - An annual premises fire safety inspection will be carried out.
- 2.4 The fire safety arrangements will be based on HSG 65 *Successful Health and Safety Management* and the Fire Safety Management Plan Strategy (see Appendix 1). The main strands of the strategy involve:
- Effective planning, organisation, control, monitoring and review of protective and preventative measures.
  - Fire safety risk assessments and premises inspections
  - Fire safety systems and maintenance
  - Staff training
  - Fire evacuation drills
  - Building design, for refurbishments and new builds

### 3 Fire Risk Planning

- 3.1 Fire risk assessments are a requirement of the Regulatory Reform (Fire Safety) Order and are a structured approach to determining the risk of fire occurring in a premises or from a work activity, and identifying the precautions necessary to eliminate, reduce or manage the risk. The outcome of the risk assessment must be incorporated in the fire safety emergency plan.
- 3.2 The College Fire Risk Assessment will be carried out every three years by an external consultant/contractor and reviewed annually by the College Fire Safety officer; or when there is any building alteration or change of occupation and use of the premises, or following a fire incident/emergency, etc.
- 3.3 The risk evaluation and appropriate control measures to be taken into account will include those practical fire safety arrangements outlined above. The methodology adopted will be:

<b>High Risk</b>	=	Work to be completed within 1 to 2 Months
<b>Medium Risk</b>	=	Work to be completed within 3 months
<b>Low Risk</b>	=	Work to be completed within 1 year

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- 3.4 Risk assessments must take into account those who could be affected, e.g., numbers involved, their location, physical and mental capabilities and employees of organizations with whom a workplace is shared. The significant findings of the fire safety risk assessment will be made known to all other responsible persons as appropriate.
- 3.5 Where appropriate, an individual Personal Emergency Evacuation Plan (PEEP) must be developed for Members, staff or guests who have known disabilities that will impact on their ability to evacuate the premises.
- 3.6 Maintenance of fire safety systems and equipment is carried out in compliance with the Regulatory Reform (Fire Safety) Order 2005 and Approved Codes of Practice and other associated legislation. This ensures that Fire Maintenance Contractors that are fully qualified to carry out maintenance on fire safety systems and equipment.
- 3.7 The fire safety programme will follow the general framework suggested in HM Government Fire Safety Risk Assessment guidance and can be found in Appendix 2.
- 3.8 Staff training is provided through iHASCO online training organised by all Heads of Departments annually and training records held there within, which are held by the HR department. Fire extinguisher training is delivered by qualified competent persons from a qualified consultant company.
- 3.9 Fire evacuation exercises will be carried out annually within individual premises. The purpose of these exercises is to educate occupants in the correct manner of evacuating a building in the event of an emergency situation and to meet legal obligations. All evacuations will be conducted by the Porters under the guidance of the Fire Safety Officer.
- 3.10 Testing of each building's passive and active fire evacuation systems are to be conducted by the Porters at agreed appropriate times during normal hours and in line with current British or European test standards.
- 3.11 All faults from weekly testing of the Fire Alarms systems must be reported to the Head Porter.
- 3.12 Fire safety records will be kept of all tests on passive and active preventative and protective measures, as well as training and fire drills.

## **4 Organisation and Control**

- 4.1 Specific named areas of responsibility for Fire Safety, maintenance of the Emergency Plans and Training, can be found in Appendix 3
- 4.2 The Fire Safety Manager (Director of Operations) will:
  - ensure that this Policy and/or any departmental fire safety policies/codes of practice that complement this Policy are in place, properly implemented and reviewed.
  - ensure that a 'Responsible Person', the Fire Safety Officer, is appointed to oversee and implement fire safety arrangements, and ensure they are competent and appropriately trained to undertake their duties.
  - ensure that arrangements are in place for the completion of fire risk assessments, including, where appropriate, technical surveys in respect of fire protection.
  - specify and rehearse the arrangements for assisting visitors, disabled people or those with temporary physical impairments to safely evacuate the premises. Where appropriate, a PEEP must be developed.

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- ensure that the annual testing of portable electrical equipment and periodic testing (as required by regulations) of the fixed electrical installations is managed by the Maintenance management team, and
- ensure that fire safety arrangements meet legislative requirements.

### 4.3 The Fire Safety Officer must:

- assist and support the preparation and review fire safety risk assessments.
- ensure compliance with the outcomes of the Fire Risk Assessment.
- ensure information on fire safety arrangements is available to Members, staff and visitors where appropriate.
- arrange and review fire drills.
- ensure Fire Alarms are tested weekly.
- monitor and ensure that fire alarm systems, detection devices and fire extinguishers are appropriately located and properly maintained.
- keep a dated record of all fire related incidents.
- ensure that fire action notices and fire signage are appropriate and kept up to date.
- ensure all escape routes are kept clear of obstructions and that access to fire extinguishers and fire alarms is not impeded.
- ensure that annual fire safety inspections of the premises are carried out and that these address fire safety arrangements.
- ensure, in conjunction with the outcome of the Fire Risk Assessment that the optimum number and type of fire extinguishers are installed in appropriate locations.

### 4.4 Heads of Department with responsibility for premises, or parts of premises, will:

- ensure that 'fire risk' is incorporated into annual departmental Risk Assessments for their workplaces.
- ensure that a robust and effective emergency plan is in place within each department to safely evacuate all persons, whether employees, visitors, contractors or service users. This emergency plan must consider people with mobility restrictions, sensory and learning impairments, including those with temporary impairments, which will affect their ability to use stairs or otherwise evacuate premises promptly. The plan must be internally deliverable and not reliant on the Fire and Rescue Service to complete the evacuation.
- arrange for the emergency plan to be communicated to all members of their teams, visitors, and contractors etc. to ensure they know what to do in the event of fire, particularly to ensure a safe evacuation to Assembly Points.
- To be the responsible person to oversee and implement fire safety arrangements in their department.
- ensure that staff are appropriately trained in fire safety procedures to reflect the requirements of the fire risk assessment.
- ensure that a copy of the current departmental risk assessment which includes fire safety is readily accessible, and its provisions complied with.
- ensure that the departmental risk assessment is reviewed at least annually or whenever there is an incident involving fire.
- ensure that effective arrangements are in place for contacting the emergency services.
- ensure that the Fire and Rescue Service and the Fire Safety Manager and Officer are aware of any significant hazards associated with the premises e.g., oxygen cylinders, storage of petrol, etc.

### 4.5 Employees must:

- ensure they are familiar with the emergency plan for their department and participate in fire evacuation/drill procedures and observe practical fire safety arrangements.
- know, and co-operate with, the responsible person for their department.
- report any concerns about fire safety to their Line Manager or supervisor.

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- be familiar with all escape routes and departmental assembly points.
- not wedge fire doors open, nor block or obstruct them.
- be aware of the action to be taken on discovering a fire, hearing a fire alarm, for raising the alarm (including the location of fire alarm call points) and reporting all fire incidents, both real and false alarms, to the Porters
- promptly evacuate the premises, in accordance with the emergency plan, to a place of safety without putting themselves and others at risk, and NOT to attempt to extinguish a fire unless they have been specifically trained; and
- comply with Fitzwilliam College's Smoking Policy.

### **5 Monitoring**

5.1 The following Key Performance Indicators will be used to monitor the effectiveness of the Fire Safety Management Plan: -

- a. Number of fires recorded annually/number of fire related incidents.
- b. Achieving set schedules and time frames (evacuation drills and premises inspections).
- c. Measuring the number of Fire Service call outs against cause.
- d. Number and nature of enforcement, alterations or prohibition notices from statutory authorities.
- e. Annual premises inspection and termly H&S meetings to ensure actions and progress are made.
- f. Annual audit of all fire alarm systems.

### **6 Review**

- 6.1 Annual audit of this Fire Safety Management Plan by the Fire Safety Manager and Officer to ascertain compliance effectiveness.
- 6.2 Active reviews will take place as part of the termly H&S meeting.
- 6.3 Reviews will take place following a fire safety incident occurring.
- 6.4 A review will also be undertaken following a fire, changes to the premises construction and facilities, new procedures, new equipment, new materials and significant changes in staff numbers and roles.

### **7 Fire Emergency Action Plan**

7.1 Training and Training Provision

- All Porters will be trained in the use of fire fighting equipment.
- All Porters will be trained in the use of the fire panel/s.
- All staff will be trained in the use of call points and actions to be taken in the event of a fire.

7.2 Information Distribution

- All new members of staff will receive instruction on fire action, evacuation procedures, assembly points and exit routes as part of their departmental induction when they join the College.
- All new Members will receive a Fire Safety talk including a video presentation when they join the College.
- All contractors will be informed of their fire assembly points, exit routes and actions to be taken in the event of a fire via their permit to work issued departmentally.
- Fire action notices will be displayed in each residential room within College premises.

7.3 What Members of College and Staff Should Do If They Discover a Fire

- Raise the alarm by operating the nearest fire alarm call point or through any effective means.

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- Evacuate by the nearest safe exit to a safe place – your assembly point.
- DO NOT USE THE LIFTS
- Trained personnel to tackle the fire only when safe to do so and where appropriate.
- Where appropriate check public/shared toilets and close windows and doors on the way out.
- Those members of staff having responsibilities for assisting persons with Personal Emergency Evacuation Plans to respond as required following the actions identified in the Plan.
- Do not stop or return to collect personal belongings.
- Ensure visitors are escorted from the building to the assembly point.
- Close any doors en-route without delaying your escape.
- Remain at the assembly point.
- Return to the building only when authorised to do so.

### 7.4 What Members of College or Staff Should Do If They Hear the Fire Alarm

- Evacuate by the nearest safe exit to a safe place – your assembly point.
- Close any doors en-route without delaying your escape.
- Do not stop or return to collect personal belongings.
- Do not use any fire fighting equipment unless you have been trained in its use.
- Do pass any relevant information to the Duty Porter.
- You must remain at the assembly point.
- Return to the building only when authorised to do so.

### 7.5 Contacting the Emergency Services:

The emergency number for the electricity suppliers is: 0800 316 3105

The emergency number for the gas suppliers is: 0800 111 999

The Duty Porter will call the Fire Brigade, using the College mobile phone from the Porters' Lodge.

### 7.6 Processes, Machines or Power That Must Be Shut Down:

The gas supply to the entire Kitchen area is shut down automatically in the event of an alarm activation. The location of the main gas valve is located at the North end of Wychfield lane.

### 7.7 Emergency Services Liaison Procedures

The Duty Porter will liaise with the Emergency Services.

### 7.8 Location of information

The main Fire Alarm Panel, access to all Risk Assessments and PEEPs are held in the Porters' Lodge.

### 7.9 Assembly Points

The Main Site of College has two Assembly Points; they are Storey's Way for the south side of College and the Car Park on Huntingdon Road for the North side of the College.

### 7.10 Identify Persons Especially at Risk

A record of all persons with known Personal Emergency Evacuation Plans (PEEP) will be kept in the Porters' Lodge.

### 7.11 Visitors and/or Contractors

All staff are trained to identify and guide visitors to the College to their nearest Assembly Point.

The person(s) hosting visitor(s) should ensure that they are made aware of fire evacuation procedures for the premises. In the event of a fire evacuation, the person hosting the visitor(s) is responsible for escorting them to the fire assembly point.



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Contractors are also logged in and out of College premises. Unless they are to be constantly supervised by staff or nominated personnel, they are also given information, by the person engaging the contractor, about the College's fire evacuation procedures which they should follow.

### 7.12 Overall Control

The Head Porter is in overall control of all procedures regarding the evacuation in the case of a fire related incident; in their absence the 'senior' Porter will take on site control.

### 7.17 Fire Fighting

All Porters, and some Catering staff have been instructed in the use of firefighting equipment. All trained staff are aware that they should only attempt to fight a fire if it is safe to do so.

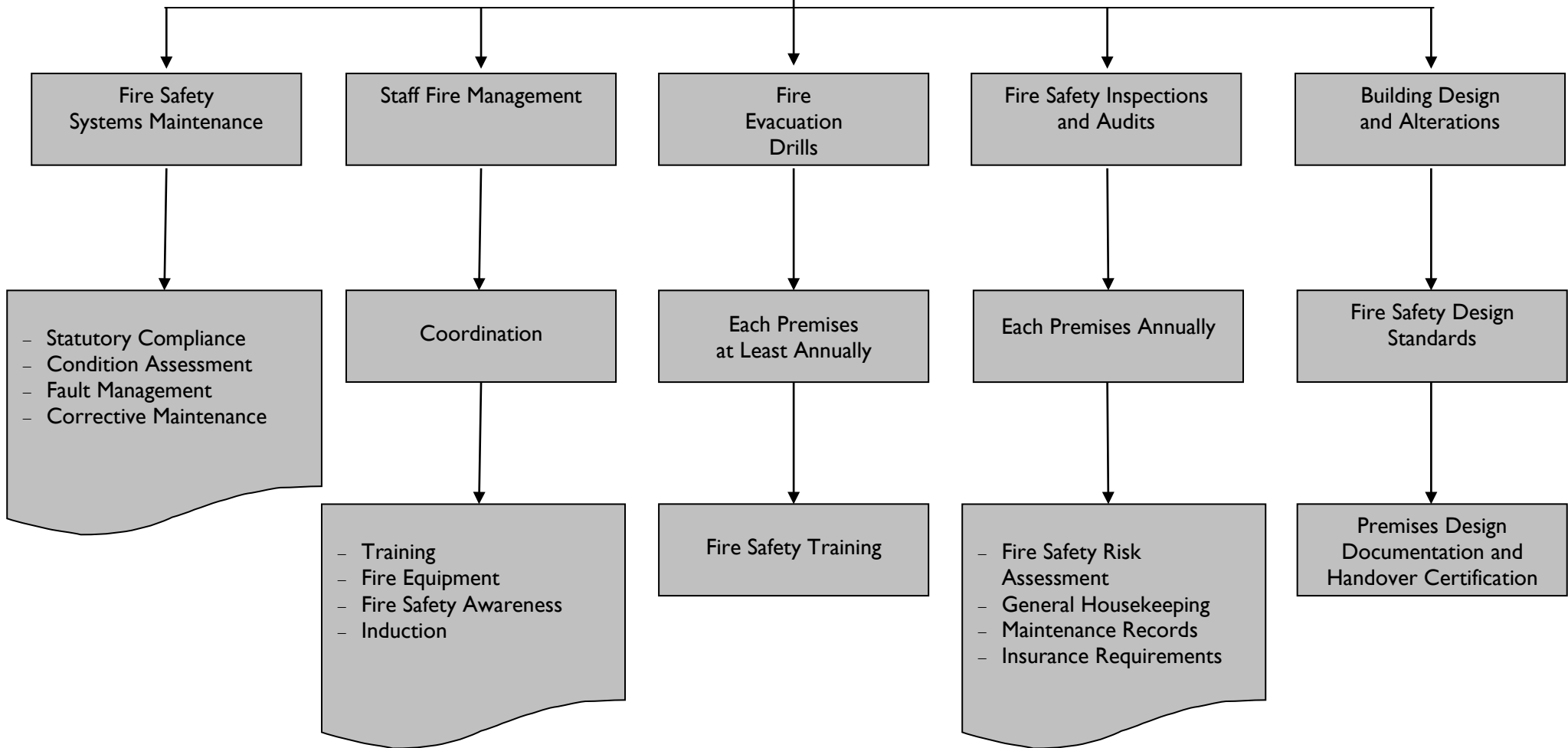
### 7.18 Fire Control Panel

The Main Fire Control Panel is in the Porters' Lodge, Storey's Way. All Porters are trained in its use.

### 7.19 Re-entering the Building

The attending Porter will prevent people from re-entering any evacuated building and will inform them when it is safe to do so.

**FIRE SAFETY  
MANAGEMENT STRATEGY**



**FIRE SAFETY RESPONSIBILITIES & INFORMATION**

<b>Everyday General Checks - All College HoDs and Staff</b>	
<b>Checks</b>	<b>Comments</b>
<b>Escape Routes</b>	
Can all fire exits be opened immediately and easily?	
Are fire doors clear of obstruction?	
Are all stairs in good condition and non-slip?	
Are escape routes clear?	
<b>Escape Lighting</b>	
Are luminaries and exit signs in good condition?	
Is the emergency lighting and signs working normally?	
<b>Fire Fighting Equipment</b>	
Are all fire extinguishers in place?	
Are all fire extinguishers clearly visible?	

<b>Periodic Checks - Porters</b>	
<b>Checks</b>	<b>Comments</b>
<b>Fire Alarm Systems</b>	
Fire Alarm Systems are tested weekly	Records held in the Porters' Lodge
Ensure the fire alarm worked correctly when tested	
Did staff and all others hear the alarm working?	
Did any linked fire protection system operate correctly?	
Did visual alarms, pagers or vibrating pads work (where applicable)?	Info from PEEPs
Ensure alarm systems are checked annually by a licensed contractor.	Records held in the Porters' Lodge.
Check Accessible Toilets alarms are working correctly - weekly.	Records held in the Porters' Lodge.
<b>Firefighting Equipment</b>	
All firefighting equipment is checked monthly.	Records held in the Porters' Lodge
Ensure that all fire extinguishers are mounted 1 - 1½ metres off the ground.	
Ensure that the "pressure" in stored fire extinguishers is within working limits.	Records held in the Porters' Lodge
Ensure all fire hydrants are accessible for the fire service.	Serviced Annually by a licenced contractor. Records held in the Porters' Lodge.
Ensure all firefighting equipment is checked annually by a licenced contractor.	Records held in the Porters' Lodge.

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Checks	Comments
Has the escape lighting been checked by a competent person?	Monthly (J&J Drakes)– Records held in the Maintenance Dept.
Are all luminaries and exit signs working when tested?	Monthly (J&J Drakes)– Records held in the Maintenance Dept.
Ensure charging indicators visible and illuminated.	Monthly (J&J Drakes)– Records held in the Maintenance Dept.
Ensure all luminaries/emergency lighting work for a third of their rated value	Monthly (J&J Drakes)– Records held in the Maintenance Dept.
Do all luminaries operate on test for their full duration?	Monthly (J&J Drakes)– Records held in the Maintenance Dept.
Are all self-closing devices on all fire doors working correctly?	Maintenance checks currently being undertaken - Records held in the Maintenance Dept.
Are all door seals and intumescent strips in good condition?	Maintenance checks currently being undertaken - Records held in the Maintenance Dept.
Ensure all internal fire doors close against their rebate / stop.	Maintenance checks currently being undertaken - Records held in the Maintenance Dept.
Do all fire doors work correctly?	Maintenance checks currently being undertaken - Records held in the Maintenance Dept.

General Checks – Fire Safety Team	
Checks	Comments
Are fire assembly points clearly indicated by signs?	Maintain clear visibility of signs
Has the sprinkler system in the Main Kitchen been tested by a competent person?	Tested every 6 months by CK Direct/Bill Ibbots Ltd. – managed by the Catering Manager
Evac Chairs – service/training	Installed the Gatehouse Building, Auditorium Library and the Central Hall Building. Serviced Annually by external contractor. All Porters are trained to use the Evac Chairs

**FIRE SAFETY MANAGEMENT STRUCTURE**

The person with the <b>overall responsibility for fire safety and the Fire Risk Assessment:-</b> <b>Planning:</b> Structure of organisation <b>Organisation:</b> Setting objectives, policy and procedures, implementation of the College Fire Risk Assessment <b>Control:</b> Identifying a ‘responsible person’ to implement tasks and actions <b>Monitoring:</b> Checking and the implementation of standards <b>Review:</b> Review of fire safety performance standards and fire safety risk assessments	<b>Responsible Person:</b> Hannah Fox
	<b>Position:</b> Director of Operations

The persons with responsibility for the <b>Fire Safety systems and equipment:</b>  Oversee that HoDs ensure staff are trained annually - AF <ul style="list-style-type: none"> <li>- Fire detection and warning system - AF</li> <li>- Emergency lighting - JB</li> <li>- Escape routes AF</li> <li>- Fire safety signs and notices - AF</li> <li>- Fire resisting walls, partitions and doors. - JB</li> <li>- Firefighting equipment - AF</li> <li>- Electrical appliances and premises installations - JB</li> </ul>	<b>Competent Person:</b> Alan Fuller & John Baldock
	<b>Position:</b> Fire Safety Officer & Maintenance Manager

The person with responsibility for developing and reviewing the premises’ <b>Fire Safety Management Plan</b> which details the procedures to be taken by all College Members, staff, visitors, and all relevant persons in the event of fire.	<b>Competent Person:</b> Hannah Fox
	<b>Position:</b> Director of Operations

The persons with responsibility for <b>staff training:</b> <ul style="list-style-type: none"> <li>- What to do in the event of fire</li> <li>- What to do upon hearing the fire alarm</li> <li>- Emergency shut down procedures.</li> <li>- The reason for good housekeeping practices etc.</li> </ul>	<b>Competent Persons:</b> Heads of Departments
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